

ATTACHMENT 2

EXISTING FACILITY MODIFICATION PROCESS GUIDANCE

A. **Condition I:** Existing facility with no electronic baseline drawings available:

- Acquire ECN form and ECN number from FM or FWO-IBS DCRM Team.
- Research existing documents and electronically generate baseline drawings as required.
- Reflect project scope of work on electronic drawings (i.e., demolition, new construction to existing facility, etc.).
- Issue project for construction.
- As-Built project, (convert line type, line widths, per Section 102.5.F of this manual)
- Identify project drawings by Sheet Numbering System found in Sections 210 and 211.
- Submit to FWO-IBS DCRM Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).

B. **Condition II:** Existing facility with electronic baseline drawings available:

- Acquire ECN form and ECN number from FM or FWO-IBS DCRM Team.
- Generate drawing set via sketches and sketch numbers to reflect scope of work (i.e., demolition, new construction to existing facility, etc.)
- Issue project for construction.
- As-Built project, (convert line type, line widths, per Section 102.5.F of this manual)
- Identify project drawings by Sheet Numbering System found in Sections 210 and 211.
- Submit to FWO-IBS DCRM Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).

C. **Condition III:** Existing facility has baseline drawings in FWO-IBS DCRM database.

- Design agency should acquire copies of drawings on-line from database.
- Incorporate project changes by ECN process, using Drafting Manual requirements.
- As-Built the drawings (incorporate conversion process per Section 102.5.F of this manual).
- Submit to FWO-IBS DCRM Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).